



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address GA. Dept. Natural Resources, EPD Air Quality Evaluation Section 4279 Memorial Drive, Suite D Decatur, Georgia 30032	Application Number 80-396	
Application Number		Date Received NOV 17 1980	Date Completed DEC 5 1980
2. Person to Contact Elon Dodgen		Working Title Principal Secretary	Telephone Number 656-4997
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1970 Present		5. Records Series Title (followed by title used in office; if different) (Inactive Sites) Air Quality Evaluation Ambient Site Correspondence Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Air Quality Evaluation Section is responsible for preservation protection, and improvement of air quality and to conduct a statewide monitoring program so as to safeguard the public health, safety and welfare.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: -Ambient Air Monitoring Statewide Included are: correspondence to and from community officials, schools, private citizens, industries, etc., concerning atmospheric samplings conducted on either a continuing or one-time basis. File is arranged: By site name by region			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>4</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law | _____ years. | d. Audit period | _____ 5 _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Based on reference requirements to file after site is closed

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

When site no longer in existence, remove from active / and place in inactive file; cut off inactive file at end of each calendar year; hold in current files area 1 year; then transfer to State Records Center; hold 4 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
R. H. Collom	10/29/80	Pat Darnice	11-12-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	12-1-80
		Secretary of State/Designee	12-1-80
		Attorney General/Designee	12-3-80